

## **BUDGET AND MANAGEMENT**

### **Statement of Purpose**

To plan, prepare, and monitor the County's annual operating and capital budget and conduct special research and management analysis for the County Manager and County Departments.

### **Outcomes**

1. Prepare a balanced budget for adoption by July 1, 2006, which:
  - a. Receives a satisfaction rating of at least 95% on the Manager's budget survey to be completed in July 2006, focusing on the responsiveness and the quality of analysis completed by the budget staff on departmental outcomes. This will include the budget staffs' ability to monitor and report departments' progress and commitment to outcomes and to recommend changes to improve efficiency or compliance.
  - b. Receives a satisfaction rating of at least 90% from department heads on a survey to be completed in July, 2006, which measures the services the budget staff provides to departments in the areas of revenue projections, research and analysis, staff support in resolving problems of mutual concern, and support in establishing and monitoring outcomes.
  - c. Communicates County policies, provides a financial and operating plan, and is an effective communication device to our citizens, as demonstrated by receiving the 2005 Government Finance Officers Association (GFOA) Distinguished Budget Award.
2. Prepare a Revenue, Expense, and Fund Balance forecast in October, 2005, that is based on the 2005/06 annual budget and Capital Improvement Plan (CIP) which will give the County Manager, Board of Commissioners, and Department Heads the financial information they need to set priorities and goals in planning for the future needs of the County.
3. During the off-budget season prepare a comprehensive capital improvement plan that covers the next five fiscal year periods. The plan will include all capital projects for County departments, water and sewer projects, and schools' construction and capital. The purpose of this expanded capital planning will be to address the true cost of projects including all associated operating costs that will allow us to incorporate these costs into planning for annual budget needs. The plan should be completed and approved by the County Manager by October 31, 2005.

# Budget & Management

## Reinventing Department

Organization: 120150

	2003/04 Actual	2004/05 Current	2005/06 Requested	2005/06 Approved	Percent Change
<b>Revenue</b>					
Indirect Cost	\$51,927	\$38,517	\$59,712	\$59,712	55%
General Fund	118,337	158,441	143,488	143,488	-9%
<b>Total</b>	<b>\$170,264</b>	<b>\$196,958</b>	<b>\$203,200</b>	<b>\$203,200</b>	<b>3%</b>
<b>Expenses</b>					
Personal Services	\$163,736	\$175,270	\$190,200	\$190,200	9%
Supplies & Operations	6,528	21,688	13,000	13,000	-40%
<b>Total</b>	<b>\$170,264</b>	<b>\$196,958</b>	<b>\$203,200</b>	<b>\$203,200</b>	<b>3%</b>
<b>Employees</b>					
Permanent	3.00	2.50	3.00	3.00	20%
Hourly	0.00	0.00	0.00	0.00	0%
<b>Total</b>	<b>3.00</b>	<b>2.50</b>	<b>3.00</b>	<b>3.00</b>	<b>20%</b>

### Fiscal Year 2003/04 Outcome Achievements

Total Outcomes	Achieved	Partially Achieved	Not Achieved	Success Rate
3	3	0	0	100%

### Significant Changes:

For Fiscal Year 2005/06, a .50 Budget Analyst position has been increased to full-time.